

(ii) a collaboration type selector for selecting a desired collaboration type from among the plurality of collaboration types.

3. The teleconferencing system of claim 2, the callee selector having:

- (a) a first selector for selecting one or more desired participants from a first set of the potential participants; and
- (b) a second selector for selecting one or more desired participants from a second set of potential participants, the second set being a subset of the first set.

4. The teleconferencing system of claim 3 wherein:

- (a) the first selector includes names of the potential participants in the first set; and
- (b) the second selector includes icons representing the potential participants in the second set.

5. The teleconferencing system of claim 4, wherein the first selector is operable to select one or more desired participants from the first set of potential participants and to cause an icon representing the selected participant to be displayed, on the monitor of a workstation, for selection by the quick-dial selector.

6. The teleconferencing system of claim 3, wherein the first and second selectors are computer graphic user interfaces having associated collaboration type selector buttons representing the collaboration types.

7. The teleconferencing system of claim 4, wherein the first and second selectors appear in the same window on a workstation monitor.

8. The teleconferencing system of claim 2, wherein the common collaboration initiator can be invoked by a combination of any one of the group consisting of any one of the group consisting of: a user action for selecting each of the desired participants, a user action for selecting the desired collaboration type, and, if the desired collaboration type is not videoconferencing or telephone conferencing, additional user action for selecting information to be sent to at least one of the desired participants.

9. The teleconferencing system of claim 2, wherein the common collaboration initiator can be invoked by a user action for selecting a desired participant and a default collaboration type.

10. The teleconferencing system of claim 2, further comprising:

(a) an add participant selection mechanism for selecting a new participant from among a plurality of potential participants and adding the new participant to an active teleconference call.

11. The teleconferencing system of claim 2, further comprising:

(a) an incoming call detecting mechanism for detecting, during a first teleconference call between a first and second of the participants, an attempt by a third caller to initiate a second

teleconference call with the second participant, and for notifying the second participant of the attempt; and

(b) an incoming call acceptance mechanism for adding the third caller to the first teleconference call.

12. The teleconferencing system according to claim 11 wherein the incoming call handling mechanism can detect and the incoming call acceptance mechanism can add a fourth participant to the teleconference call between the first, second and third participants.

13. The teleconferencing system of claim 2, further comprising:

(a) a teleconferencing manager for managing a teleconference among the plurality of participants, and allowing at least one of the participants access to at least one multimedia service for providing audio and video signals to be reproduced at the workstation of another of the participants for receiving video images and spoken audio of the other participant.

14. The teleconferencing system of claim 2, further comprising:

(a) an AV path for carrying AV signals among the workstations, the AV signals representing video images and/or spoken audio of the participants;

(b) an AV conference manager for managing a videoconference during which the video image and spoken audio of one of the participants is reproduced at the workstation of another of the participants;

wherein the AV conference manager is operable to support a maximum number of calls equal to  $N$ , where  $N$  is any integer, associated with a workstation; and

(c) a call selector which enables a participant, operating the workstation, when faced with  $M$  possible calls where  $M$  is an integer greater than  $N$ , to select  $N$  calls of the  $M$  possible calls.

15. The teleconferencing system of claim 14 further comprising means, operable by said participant, to invoke further calls even if the AV conference manager is supporting  $N$  active calls, and to give the participant the opportunity to select which calls are to be active.

16. The teleconferencing system of claim 2, further comprising:

(a) a remote participant hold selection mechanism for placing on hold, in a videoconference call among a hold-activating participant and a plurality of other participants, at least one of the other participants.

17. The teleconferencing system of claim 2, further comprising:

(a) a remote participant disconnection mechanism for disconnecting, in a teleconference call among a participant to be remotely disconnected and a plurality of other participants, at least one of the other participants.

18. A method for conducting a teleconference among a plurality of participants each having a plurality of workstations each with associated AV capture and reproduction capabilities for

capturing and reproducing video images and spoken audio of the participants the method comprising the steps of:

(a) selecting one or more desired participants from among a plurality of potential participants; and

(b) selecting a desired collaboration type from among the plurality of collaboration types, the types of collaboration being selected from the set consisting of data conferencing, videoconferencing, telephone conferencing, the sending of faxes and the sending of multimedia mail messages, the common collaboration initiator.

19. The method of claim 18, further comprising the steps of:

(a) selecting one or more desired participants from a first set of the potential participants; and

(b) selecting one or more desired participants from a second set of potential participants, the second set being a subset of the first set.

20. The method of claim 19, wherein:

(a) the first set includes names of the potential participants in the first set; and

(b) the second set selector includes icons representing the potential participants in the second set.

21. The method of claim 20, wherein the step of selecting one or more desired participants from the first set causes an icon representing each selected participant to be displayed for selection by the quick-dial selector.

22. The method of claim 18, wherein said step of selecting one or more participants invokes a default collaboration type.

23. The method of claim 18, further comprising the steps of:
- (a) for selecting a new participant from among a plurality of potential participants; and
  - (b) adding the new participant to an active teleconference call.
24. The method of claim 18, further comprising the steps of:
- (a) detecting, during a first teleconference call between a first and second of the participants, an attempt by a third caller to initiate a second teleconference call with the second participant;
  - (b) notifying the second participant of attempt to call the second participant; and
  - (c) adding the third caller to the first teleconference call.
25. The method of claim 18, further comprising the step of allowing at least one of the participants access to at least one multimedia service for providing audio and/or video signals to be reproduced at the workstation of another participant.
26. The method of claim 18, further comprising the steps of:
- (a) carrying AV signals representing video images and spoken audio of the participants among the workstations;
  - (b) managing a videoconference, during which the video image and spoken audio of one of the participants is reproduced at the workstation of another of the participants, in which a maximum number of calls equal to  $N$  associated with a workstation are supported; and
  - (c) enabling a participant, operating the workstation, when faced with  $M$  possible calls, greater than  $N$ , to select  $N$  of the  $M$  possible calls.
27. The method of claim 18, further comprising the step of placing on hold at least one of the other participants.
28. The method of claim 18, further comprising the step of disconnecting at least one remote participant.